

Minutes of the January 14th, 2019 Meeting of the Oconee Library Board of Trustees
4:30 p.m. Watkinsville Library
Watkinsville, Georgia

Present: Donna Butler, Adam Cain, Susan Curtis, Mike Eddy, Cara Karnes, Jean Mead, Penny Mills, Rubielen Norris, Dave Shearon, Susan Winstead, and Robert Wyatt

Excused: Deann Craft, Amy Perry

Guests: Mark Campbell, Collie Pearson, Mellie Pearson, Nickie Pearson

Robert Wyatt called the meeting to order at 4:30 p.m. He welcomed Dave Shearon to the Board and noted that Dave's term is for five years. In turning to the minutes of the previous meeting Robert asked that the year 2015 be inserted in the sentence describing the source of money for the Watkinsville Library air conditioning units. He then asked for approval of the October 8th revised meeting minutes. Mike moved to approve the minutes and Penny seconded the motion. The revised minutes were approved unanimously.

Robert welcomed Collie Pearson from Westminster Academy, Boy Scout Troop 7. Collie explained that his Eagle Scout Project is to construct a pollinator garden outside the Bogart Library. He plans to install plants that will attract butterflies, bees, and hummingbirds as well as create homes for insects. The pollinator garden will be installed near the Bogart Library's front door. Robert asked if he also planned to install host plants for the butterflies. Collie responded that he would do so. He is partnering with the Bogart Library, the Smith Planning Group, and the Keep Oconee Beautiful Commission. Robert thanked Collie for his presentation and added that as he was a retired university professor of botany and ecology he would be pleased to offer assistance if needed.

Cara gave the Branch Manager's report. She congratulated Molly Moore on receiving the Distinguished Staff Award at the Athens Regional Library System staff day. She recounted the Watkinsville library staff's difficulties in entering a float in the Christmas parade due to rain but commended participants for their perseverance. She mentioned the library's partnership with the Keep Oconee Beautiful Commission's program entitled Read for Recycling. She also noted that the Visit with Santa sessions went well as did the Stop Motion Animation Video program. She related the compliment of a grandmother who brings her grandchild to the Storytime sessions, noting that the program helps her grandchild's socialization skills. Another patron commended the library for its useful access to the Chilton database on car repair. Robert asked about the installation of a firewall, which Cara included in her written report under the heading "Facility". Cara explained that this was a computer firewall and that a technician from the county installed it.

Jean gave the Regional Report. Since this was her first meeting with the Board, she introduced herself, briefly explaining that she previously worked in Hart County. She is now the Assistant Director for Regional Services and Outreach for the Athens Regional Library System. She stated that the Bogart expansion is going well and that she is hoping for a mid-February re-opening.

She explained that PINES now permits libraries to charge 20 cents per day for overdue DVDs, thus simplifying the fine schedule. PINES will be offline from January 19th through January 22nd for an update. An American Dream Grant enabled the Library System to provide mobile kitchen units to seven branches, including both the Watkinsville and Bogart branches. These units will help with various adult and children's programs. Due to patron interest in ancestry research, Ashley Shull from the Heritage Room of the Athens Regional Library will host several workshops this spring. Jean also announced that focus group sessions are planned to gather more ideas from library users for possible incorporation in the System's Strategic Plan. Jean briefly reviewed the financial data sheet, noting that the Oconee County Libraries are in excellent shape.

Donna gave the Bogart Friends of the Library report. The Trick or Treat on the Square program attracted 350 children. Fifty children came to the Bookin' with Santa program. She thanked the Friends of the Bogart Library for sharing their space during the construction of the expanded library.

Penny announced that the Watkinsville Friends of the Library sale will take place on February 7th, 8th, and 9th. She encouraged volunteers to sign up on the Friends' website. She noted that the group has received many donations since Christmas. Some books, which the Friends deem less likely to sell, are donated to local area nonprofits.

Donna gave an update on the expansion of the Bogart Library. The carpet is in and lighting is going up. Most of the landscaping is done and the retention pond is fenced. She is very excited about a closet in the children's section and the library's studio space.

Under New Business, Robert thanked Kimberly Lowman for her years of service but noted that she has resigned due to other commitments. Mark Campbell, formerly a member of the Board, will fill the balance of Kimberly's term. Mark's tenure will begin on February 5th. At that time, he will resume his position as Vice Chair of the Board of Trustees.

The next meeting will be April 8th in the new Bogart Library. The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Susan Curtis

Minutes of the July 8th, 2019 Meeting of the Oconee Library Board of Trustees
4:00 p.m. Oconee Library
Watkinsville, Georgia

Present: Adam Cain, Val Bell, Donna Butler, Mark Campbell, Deann Craft, Susan Curtis, Mike Eddy, Laura French, Cara Karnes, Jean Mead, Rubielen Norris, Dave Shearon, Susan Winstead, and Robert Wyatt

Robert called the meeting to order at 4:10, stating that a quorum was present. He asked for approval of the April 8th meeting minutes. Mike moved to approve, Mark seconded the motion. Robert asked that the phrase "surplus revenue" be replaced with the phrase "remaining funds" in the paragraph about Val's summary of the financials. With that substitution the minutes were approved.

Cara began her Branch Manager's report by noting that circulation was up two per cent over last year at the Oconee Library. Bogart saw their circulation increase by one-third. The Starlab Planetarium programs during the last week in May in both libraries were very well received as were other programs for children, teens and adults. The AARP Tax Aide volunteers processed over 200 returns and are considering adding another day next year due to demand.

Jean gave the Regional Services Report. She began by explaining that the state is launching the eRead Kids program August 1st. It will include 15,000 electronic books for kindergarten through fourth grade students. The library has passes for persons interested in visiting the William Breman Jewish Heritage Museum and the Chattahoochee Nature Center. She reviewed various staff development attainments. A representative of the Census Bureau and others met to discuss how the Library can assist in promoting the forthcoming census to achieve a complete count in the Athens area. Jean's survey about the feasibility of express delivery of materials to patrons found that potential users would pay \$6.00 per delivery for this service.

Donna reported that the Bogart Friends of the Library have reopened their store on Tuesdays and Saturdays. Cara noted that the Oconee Library Friends group has moved into the ESP room. They need volunteers to sort donations on Thursday and Sunday nights.

Val reviewed the financials. She noted that most increases are due to the two per cent increase in wages and benefits. Supply and equipment expenses were not as high as expected. The remaining funds can be used as part of a 50/50 share for major renovation and repair expenses. Rubielen moved that this money be put in the reserve fund, Mark seconded. The motion was approved. With respect to the 2020 budget, Val asked that the Friends groups tell her how much of their money is to go for material purchases.

Robert reviewed the Board members' appointments and tenure, pointing out that many members will be going off the Board at the end of the year. At the October meeting the Board will elect a new chair, vice chair and secretary. Mark, Rubielen and Robert form the nominating committee.

The meeting turned to a discussion of the new Oconee Library. The Board of Commissioners purchased 7.6 acres of land off highway 441 and the Veterans Memorial Parkway near the fire

station for county offices. John Daniell and Chuck Horton met with Robert and Dave to propose that the complex also house the new library. The multistory building could accommodate a 20,000-square foot library on the first floor. There would also be some common space in the building which the library might avail itself of for special events. There would be an outdoor amphitheater as well as hiking trails around the multistory office building. Parking would be shared with the offices. Maintenance would be largely covered by the county. The Oconee Library has \$3.3 million to invest in the new library. At \$165 per square foot this sum would purchase 20,000 square feet.

Dave expressed his reservations. The City of Watkinsville hoped to relocate the library within the city limits. He feels that the library is a cultural mecca and that to locate it just outside the current city limits will limit community interaction. He admitted, however, that the City of Watkinsville cannot offer a tract of land to the Oconee Library at this time. Adam asked whether the city limits might be enlarged at some point given that this building will sit so near the current boundary. He observed that most people drive to the Library, even in its current location. Placing it in the proposed location will allow the Library to serve the greater county as a whole. Laura asked for examples of other public libraries coupled with municipal or other government offices. Donna knew of two instances in Georgia. Val pointed out that the Board does not have the money to purchase both land and build a library. The integrity of the library will be intact regardless of where it is placed due to its strong mission and the commitment of the staff. Rubielen observed that the County Commissioners are very supportive of the Library and would not do anything which they perceived was not in the Library's and the citizens' best interest.

Adam moved that the Board accept the Commission's proposal and allow the new library to become part of the administrative office complex. Mike seconded the motion. Robert called for a vote. Eight members approved, two dissented.

Cara asked that the Bogart Meeting Room Policy be tabled until the next meeting.

The next meeting will be October 7th at 4:30 in Bogart.

The meeting adjourned at 5:40.

Respectfully submitted,

Susan Curtis

Minutes of the October 14th, 2019 Meeting of the Oconee Library Board of Trustees

4:30p.m. Bogart Library

Bogart, Georgia

Present: Val Bell, Donna Butler, Adam Cain, Mark Campbell, Deann Craft, Mike Eddy, Cara Karnes, Jean Mead, Rubielen Norris, Dave Shearon, Robert Wyatt

Absent: Susan Curtis, Laura French, Susan Winstead

Robert called the meeting to order at 4:30pm, stating that a quorum was present. Val presented a big check to Cara which represented Library State Funds for the new Watkinsville Library in the amount of \$1,900,000.00.

Robert asked for approval of the July 8th meeting minutes. Mark moved to approve, Adam seconded the motion and the minutes were approved as written.

Public comments were made by Robert. He introduced Lee Becker with the blog, Oconee Observations, and Julia Fechter with the *Oconee Enterprise*. Lee was videotaping the meeting.

Cara began her Branch Manager's report by noting that in September there was an increase of 10% hours in reading. September was Library Card sign up month. Oconee partnered with GLASS (Georgia Libraries for Accessible Statewide Services) outreach specialist Theresa Rice to provide services of cooking classes for ESP students and their families. Donna Butler and Cara Karnes attended Reports and Local Admin PINES training in Dawsonville. They also attended a Materials Selector and Branch Managers meeting, the staff completed Intellectual Freedom training, completed a Reference USA database refresher and Active Shooter review. The outreach numbers are strong. Just one instance is Cara helped an older gentleman retrieve over 5,000 pictures from his camera SD card to put on a flash drive. When discovering that we did not charge for helping, he was amazed and declared he will be back more often. The summer reading program was a big success. The statistics showed 48,462 hours of reading for both locations which was an increase of over 10,000 hours. The Kindle incentives kindly purchased by the Library Friends were popular and well received.

Jean Mead gave the Regional Services Report as follows. She began with budget cuts that Governor Kemp has requested from certain state agencies, including public libraries. This year a plan for 4% reduction must be submitted. It is likely the reduction will be taken from the materials grant: this would reduce the per capita materials amount to \$.23. Next year, we need a 6% reduction over the beginning number for FY20: this year 4% plus 2% additional. The cuts do not have to be the same for both years. Budget cuts have also eliminated the GLASS outreach service in Athens. This will be effective December 31, 2019.

Beginning on November 1, Macmillan is pursuing an embargo policy for new release e-books. The new digital content for libraries will allow libraries to purchase a single perpetual-access e-book copy of each new Macmillan title for the first eight weeks after a book's release. After eight weeks, libraries can then license access additional copies for about \$60 per copy for a term of two years or 52 lends, whichever comes first.

Congratulations to Jennifer Keene, who is transitioning from YA department to the East Athens Resource Center as the new manager. There was a brief discussion on meeting room policy. In the past, each county has had a separate meeting room policy as proposed by the county boards and approved by the ARLS Board. These policies can be located on the library's website. We have drafted a new policy that combines the current separate policies into one policy for the entire Region. Individual components that apply to the individual counties are broken out after the introductory sections that apply to all locations.

Robert noted that Bogart would be under the Regional policy. There may be changes to a specific library uses and rooms.

Val reported there will be a webinar on Wednesday for Culinary Kitchen. There will be training held in February, 2020, "Role of being a Board Member" and prior to the presentation will be training session for New Board Chairs. A reception will be held in Athens on 5:30 to 7:30 for ALA President Elect Julius Jefferson then Staff Development Day on November 13. A retirement reception for Donna Brumby will be November 20, in Athens from 5:30 until 7:30pm.

Donna Butler announced that the Bogart Friends Book Store will be open on Saturday only. Cara stated that the Watkinsville Friends are having the February Book Sale again.

Robert clarified that there are five openings for Board Membership. The final decision will be made by the Board of Commissioners.

Val presented the budget with little discussion. Everything looked as it should.

Robert announced that the Nominating Committee was made up of Mark Campbell, Rubielen Norris and himself. He then gave the following report from the committee: Chairman: Mark Campbell, Vice Chair: Rubielen Norris and Secretary: Laura French. Dave made a motion to accept the committee recommendation and Adam seconded. The vote was unanimous.

Mark passed out 2020 calendars with the meeting dates and locations highlighted. He stated that the By Laws stated the 2nd Monday in January, April, July and October are to be the Board meeting dates.

Robert verified that Mike Eddy will continue to be the School Board Appointment and Dave Shearon will continue on the Board.

Robert gave a farewell after 10 years on the Board. He noted changes in staff and Bogart Library with future plans for a new Watkinsville Library.

The next meeting of the Board will be January 13, 2020 at Watkinsville Library.

The meeting adjourned at 5:30pm.

Respectfully submitted,

Rubielen Norris